

Position Vacancy

Senior Program Specialist

The U.S. Embassy Tokyo is seeking an individual for employment as Senior Program Specialist in the Public Affairs Section.

OPEN TO: All Interested Parties
POSITION: Senior Program Specialist
OPENING DATE: February 9, 2010
CLOSING DATE: February 23, 2010
WORK HOURS: Full Time 40 hours/ week
SALARY: **Full Performance Level:**
Ordinarily Resident (OR) FSN-11 ¥12,290,037 p.a.
Not-Ordinarily Resident (NOR) FP-FP-4
Trainee Level:
Ordinarily Resident (OR) FSN-10 ¥11,340,565 p.a.
Not-Ordinarily Resident (NOR) FP-5 (steps 5 through 14)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "Tips for Applying" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

BASIC FUNCTION OF POSITION:

The Senior Program Specialist for the Media Hub serves as the second in command of the Media Hub. At any time, this individual can step into the shoes of the Director – a Senior Foreign Service Officer position – in all facets of Media Hub operations. In her/his capacity as a regional media expert, s/he advises the Assistant Secretary of State for East Asian and Pacific Affairs, U.S. Chiefs of Mission in the region, Public Affairs Officers at U.S. missions in the region, and the Media Hub Director on the most appropriate strategies, programs, and tools for conveying the administration's policy messages to the media across the East Asia and Pacific region (EAP). S/he is responsible for arranging broadcast interviews with senior U.S. government policymakers with key media outlets across the region. S/he is also responsible for the supervision of two locally engaged staff in the Media Hub Section.

QUALIFICATIONS REQUIRED:

Full Performance Level:

1. Education: University degree in journalism, political science, humanities, or public affairs.
2. Prior Work Experience: At least five years of experience in professional positions media and East Asia and Pacific issues or foreign affairs-related fields.
3. Language Proficiency: Level IV* (Fluent) English
4. Knowledge: The incumbent must have extensive knowledge of EAP countries as well as American economic, political and social systems and institutions. The incumbent must be an expert in the EAP media and have extensive familiarity with media issues in the region and in the U.S., and in bilateral and multilateral relations in the region.
5. Skills and Abilities: Recognized expertise in the journalism community and the ability to develop and nurture effective contacts at all levels. Outstanding interpersonal skills to work with a range of contacts in the EAP media and the U.S. government and to elicit maximum cooperation from subordinates. Ability to explain and promote U.S. policies in an appropriate manner and advise U.S. government officials regarding the best approaches to use in promoting U.S. policy in the EAP region. Ability to analyze and interpret media and public opinion in order to explain to administration officials the most effective strategies and approaches for conveying the U.S. Government's message to Asia. Ability to communicate with both Asians and Americans in order to interpret and explain political, social, religious. Cultural, and economic issues within the context of each culture's history and experience. Should have expertise in word processing programs, email and Internet applications and be able to type proficiently.

Trainee Level:

1. Education: University degree in journalism, political science, humanities, or public affairs.
2. Prior Work Experience: At least three years of experience in professional positions media and East Asia and Pacific issues or foreign affairs-related fields.
3. Language Proficiency: Level IV* (Fluent) English
4. Knowledge: The incumbent must have knowledge of EAP countries as well as American economic, political and social systems and institutions. The incumbent must familiarity with media issues in the region and in the U.S., and in bilateral and multilateral relations in the region.
5. Skills and Abilities: Recognized expertise in the journalism community and the ability to develop and nurture effective contacts at all levels. Outstanding interpersonal skills to work with a range of contacts in the EAP media and the U.S. government and to elicit maximum cooperation from subordinates. Ability to explain and promote U.S. policies in an appropriate manner and advise U.S. government officials regarding the best approaches to use in promoting U.S. policy in the EAP region. Ability to analyze and interpret media and public opinion in order to explain to administration officials the most effective strategies and approaches for conveying the U.S. Government's message to Asia. Ability to communicate with both Asians and Americans in order to interpret and explain political, social, religious. Cultural, and economic issues within the context of each culture's history and experience. Should have expertise in word processing programs, email and Internet applications and be able to type proficiently.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted. No application materials will be returned to applicants.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.

4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: February 23, 2010